

POSITION HAZARD ANALYSIS

JOB SERIES: 0510	JOB TITLE: Operating Accountant, Systems Accountant, Staff Accountant, Accounting Officer, Accountant		
EMPLOYEE NAME (Please Print):		OFFICE SYMBOL:	
EMPLOYEE SIGNATURE:			DATE:
ANALYZED BY (Immediate Supervisor):			DATE:
REVIEWED BY (Safety Office):			DATE:

	YES	NO
Is employee in the Medical Surveillance Program?		
Is employee required to wear personal protective equipment (i.e., safety boots or glasses, respirators, hearing protection, etc.)?		
Does employee require safety training (i.e., HTRW, confined space, HAZCOM, respirator, electrical, hearing)?		

ACTIVITY	LOCATION	HAZARD	CONTROLS
Office Work		Eye strain	Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens.
		Wrist strain	Ensure computer keyboards are adjusted so that the elbows are at a 90-degree angle and arms and hands are parallel to the floor. Use wrist rests or other supports so that wrists are maintained in a neutral position.
		Neck/shoulder fatigue	Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. Document or copy holders should be at the same height and distance and the screen.
		Slips/trips/falls	Use good housekeeping practices. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended.
		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.
		Electrical shock	Do not reconfigure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets.
		Office machinery	Do not wear loose clothing or jewelry. Be cautious when making mylar copies (hot).
		Walking	Be alert of walking surface; wear flat shoes with a non-skid sole.
		Falling off of furniture	Use a step stool. Do not use climb on furniture.
		Cutting tools	Cut in the direction away from hands and body.
		File cabinets/shelves	To avoid tipping, fill the bottom file first. Do not open more than one drawer at a time. Place heavy objects in the bottom shelves/drawers.
Travel	City, Highway and Secondary roads	Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Complete defensive driver training once every 4 years.
		Uneven surfaces	Reduce speed appropriately.
		Deer and other wildlife	Stay alert, use caution, and drive defensively.

ACTIVITY	LOCATION	HAZARD	CONTROLS
		Dust	Drive with windows closed.
		Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.
		Slick, snowy, or icy roads	Use studded or chained tires, reduce speed, and increase following distances.
	Commercial travel	Airlines	Obey safety rules on common carrier transportation.